



Peace Corps/Sierra Leone
Freetown, Sierra Leone
Phone: +232 (0)78-367-654

VACANCY ANNOUNCEMENT

POSITION: ADMINISTRATIVE ASSISTANT/VOLUNTEER SUPPORT

CLOSING DATE: October 29, 2010

LOCATION: Freetown, Sierra Leone

Under the general supervision of the Administrative Office, Administrative Assistant/Volunteer Support, is responsible for maintaining all Administrative records in relation to Peace Corps Trainees and Volunteers; process trainee and volunteer travel, including ticket reservations, coordinating transportation, and reviewing travel reimbursement claims; Maintains complete up-to-date volunteer records/files including creating and maintaining a volunteer database, updating the PCV roster, keeping the V-Year chart current, and preparing miscellaneous reports as needed. Prepares documentation for payment of PCV allowances, including living, leave, travel, and settling-in allowances. Coordinates with Programming staff to track PCV official leave records. Coordinate with senior staff and/or Training staff on logistical arrangements for PCV conferences. Responds to all PCV inquiries.

A. Qualifications – Required, unless noted otherwise (please address how you meet these qualifications in your cover letter and/or CV):

1. Education:

- ✓ College Diploma required; University degree preferred
- ✓ Fluency in written and spoken English

2. Prior Work Experience:

- ✓ 2 years clerical and administrative experience

3. Job Knowledge:

- ✓ Demonstrated experience providing general office administrative support including management of files.
- ✓ Ability to use word processing software and to utilize a spreadsheet and database.

4. Skills and Abilities:

- ✓ Complete, thorough understanding of Microsoft Office products, specifically Microsoft Word.
- ✓ Must be able to work independently with minimum supervision and take responsibility for maintaining and improving administrative systems and procedures.
- ✓ Must be able to prioritize work and meet deadlines
- ✓ Strong interpersonal and communication skills.

Application Deadline: October 29, 2010

To apply:

Required Documentation for Application

1. Cover Letter addressing candidate's qualifications for the position.
2. A resume or curriculum vitae.

3. The names and contact information for 3 references who can attest to work experience and interpersonal skills.

Please note:

- ✓ Only individuals selected for an interview will be contacted
- ✓ Interviewees must provide documentation of diplomas, certificates, etc. at the interview
- ✓ All experience, skills, qualifications, and references will be verified
- ✓ Employment is contingent on a security background check

Submit applications to the U.S. Peace Corps at 34 Old Railway Line, Signal Hill, Freetown or send applications by email to pcjob@sl.peacecorps.gov no later than October 29, 2010